

APPENDIX H: NEW POSITION REQUEST FORM

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| 1. Proposed Position Title: | | 2. Department: | |
| 3. Position reports to: | | 4. Date all materials received by Personnel: | |
| 5. <input type="checkbox"/> Full-time; <input type="checkbox"/> Part-Time; <input type="checkbox"/> Other: LTE/Seasonal/Reserve/Intern | | 6. Estimated hours per week: | |
| 7. Benefits Eligibility: <input type="checkbox"/> yes <input type="checkbox"/> no | 8. Is this position covered by grant funding: <input type="checkbox"/> yes % _____ <input type="checkbox"/> no | 9. Proposed date to fill position: | |
| <p style="text-align: center;"><u>Required Supporting Documentation:</u></p> <p><input type="checkbox"/> Proposed job description and title, indication of addition or deletion of significant duties, skill requirements, responsibilities, and/or education or experience requirements</p> <p><input type="checkbox"/> Proposed pay group</p> <p><input type="checkbox"/> Supporting documentation (i.e. job study data, internal equity)</p> <p><input type="checkbox"/> Total financial impact to implement new position: \$ _____ Budget year: _____</p> <p><input type="checkbox"/> Plan of how financial impact will be absorbed</p> <p><input type="checkbox"/> Proposed change to department's organizational chart</p> | | | |
| Department Head Signature: | | Date: | |
| Supervisory Committee Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied | | Date: | |
| Personnel Committee Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied | | Date: | |
| Compensation Plan Consultant: <input type="checkbox"/> Endorsement <input type="checkbox"/> Denied | | Date: | |

TO BE COMPLETED BY THE OFFICE OF FINANCE AND PERSONNEL

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| Approved New Position Title: | Effective Date: |
| Pay Group: | Pay Class: <input type="checkbox"/> hourly; <input type="checkbox"/> salary; <input type="checkbox"/> other |
| Job Code: | Union Code: |
| Workmen's Comp Code: | EEOC Job/Salary Category: |
| New EEOC Function Number: | |
| Signature of Personnel Manager: | Date: |
| New Position Added by: | Date: |